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UNITED STATES GENERAL ACCOUNTING OFFICE
WASHINGTON 25, D. C.

CIVIL ACCOUNTING AND AUDITING DIVISION

JUN 3 1960

STATINTL

Deputy Comptroller
Central Intelligence Agency

Subject: Request for Approval of
Proposed Form 540b, Domestic Travel

STATINTL

Dear []

Reference is made to your letter of May 17, 1960, requesting approval of the captioned form to serve the combined purposes of an authorization for performance of official travel, approval for an advance of funds in connection therewith, receipt for advance of funds, and travel voucher for claiming reimbursement. You state that the proposed form will be used in lieu of three separate forms now required and, at the same time, provides all essential detail called for on SF 1012.

The proposed form, along with the explanations contained in your letter, has been reviewed by this office. Based thereon, we are in agreement with your Agency's view that use of the proposed form should result in simplifying and reducing procedural detail and related clerical requirements without substantive diminution of essential control. Your agency is to be commended for taking this constructive step toward procedural integration.

Approval is granted to employ the proposed Form 540b for the multi-purpose use indicated above. In the meantime, for your information, we have been informed that our Accounting and Auditing Policy Staff is considering the desirability of making such a combined form available for alternative use by other agencies as a standard form.

Upon receipt of the approved forms from the printer, it is requested that four sets thereof be forwarded to the Director, Accounting and Auditing Staff, United States General Accounting Office, Washington 25, D. C.

Sincerely yours,

8 (Jewel-60)

1 cy. & Prefilled form
to TAS to take action

144 DD/S

A. T. Samuelson
Director

Document No. _____
Review of this document by CIA has
determined that

CIA has no objection to declass
 It contains information of CIA
Interest that must remain
classified at TS S G
Authority: 00 10-2

90009 11 contains nothing of value
Date 26-5-81 Reviewer

Note: Approved For Release 2002/11/07 : CIA-RDP
[redacted] Forwarding forms to GAO